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**State of Wisconsin**

**Department of Health and Family Services**

**PEP IMPLEMENTATION TEAM**

**MEETING NOTES**

JUNE 16, 2005

9:00 AM – 3:00 PM

UW-Madison Pyle Center Room 313

(webcast is available at <http://dhfs.wisconsin.gov/cwreview/PEP-Team/pepTeamMtgs.htm>)

**I. Welcome & Introductions**

*Michelle Rawlings – Facilitator*

*Burnie Bridge – Administrator, Division of Children and Family Services*

Burnie Bridge, Administrator of the Division of Children and Family Services welcomed participants.

**II. PEP Committee Progress Reports/Discussion**

*Committee Chairs*

Each PEP Committee provided a brief overview of the progress of their Committees.

**Recommendations:**

- 1. On the PEP Bulletin Board, point out the significant changes in the policy documents so it's easier to comment on.**
- 2. Add all County Directors to the PEP Bulletin Board so that they automatically receive all the notifications when the PEP Committees post new policies on the Bulletin Board.**
- 3. Provide written summaries of the caseworker focus groups for the PEP Implementation Team.**
- 4. DCFS should contact the federal Children's Bureau to ask what their position is on the timing for screening decisions at intake and face-to-face contact between the child and the biological parent.**

**IV. Discussion on the Process for Selecting Counties and the Frequency of Continuous Quality Improvement (CQI) Reviews**

*Harry Hobbs – Manager, CQI Unit*

Harry Hobbs, Manager of the Continuous Quality Improvement Unit reviewed the process for selecting counties and the frequency of Continuous Quality Improvement Reviews.

**Recommendations:**

- 1. Consider using people outside of the child welfare system as county reviewers.**

**V. Second Quarter PEP Status Report**

*John Tuohy – Director, Office of Program Evaluation and Planning*

John Tuohy, Director of the Office of Program Evaluation and Planning reviewed the second quarter PEP Status Report, which was submitted to the federal government on June 1, 2005, and includes accomplishments for Quarter Two and activities for Quarter Three.

**VI. Discussion on Child and Family Service Plan**

*John Tuohy – Director, OPEP*

John Tuohy reviewed the Child and Family Service plan, which was sent to the federal Department of Health and Human Services. Last year, the Division submitted the 5-year Child and Family Service plan and this year we must submit an update to the plan.

**VII. Center for the Study of Social Policy Grant on Early Childhood Education and Child Welfare**

*Mary Anne Snyder – Executive Director, Children’s Trust Fund*

Mary Anne Snyder, Executive Director of The Children’s Trust Fund gave an overview of the Center of the Study of Social Policy grant that is being coordinated by the Children’s Trust Fund. The grant provides technical assistance to chosen states to integrate early childhood education and child welfare.

**VIII. Updates on Child Welfare Related Topics**

*Mark Campbell – Director, Bureau of Programs and Policies*

*John Tuohy – Director, OPEP*

Mark Campbell, John Tuohy and Cathy Connolly provided updates on child welfare related topics, including state and federal legislation that may impact child welfare.

**IX. Other/Next Steps**

The next PEP Implementation Team meeting will be held Wednesday, August 31, 2005 from 9:00 AM – 3:15 PM at the UW-Madison Pyle Center.